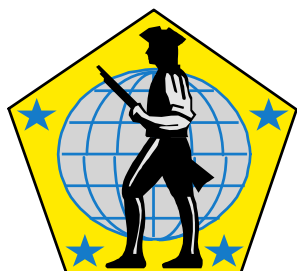




WELCOME LETTER
FOR
CHAPLAIN CANDIDATES

AND

HANDBOOK
FOR
INSTALLATION
CHAPLAINS



REVISED 04 NOV 03



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF CHAPLAINS
2700 ARMY PENTAGON
WASHINGTON DC 20310-2700

Dear Staff Specialist:

Congratulations on your commissioning as an Army Officer in the United States Army Reserves and appointment as a Staff Specialist (Chaplain Candidate). You have begun a journey that will allow you one day to minister to the greatest people you will ever find: Army soldiers and their families.

The Chaplain Candidate Program is absolutely essential to the health of the Corps, as it provides a ready supply of Chaplains for the Active and Reserve Components. This means that you are a very valued asset and we want you to be extremely successful in this Program during your time of graduate studies in religion.

The Candidate Program Manager will diligently work with you to provide you with your Chaplain Military Training and Phase one of the Chaplain Officer Basic Course at the Chaplain Center and School, Fort Jackson, South Carolina during your first year of seminary. The goal is to have you graduate the Chaplain Officer Basic Course by the time you graduate from your seminary.

In addition, the Program Manager will provide you with numerous ministry training opportunities at Army Installations throughout the United States. Most of these will be offered to you during the summer while you are out of seminary. This will provide you the necessary military training while you are completing your academic studies and ecclesiastical preparation in your journey to be reappointed into the Army Chaplaincy.

Again, congratulations and welcome to the beginning process of the most exciting ministry experience, becoming an Army chaplain. May God continue to bless you as prepare and minister in that area of His kingdom.

Sincerely,

David H. Hicks
Chaplain (Major General) U.S. Army
Chief of Chaplain

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As your Candidate Program Manager, I too, want to welcome you to the Chaplain Candidate Program! I look forward to working with you and serving you while you are in the status as a Chaplain Candidate. Please read this Handbook carefully and it will help both of us to succeed while you are in this Program. This Program is so important to the future of the Army Chaplaincy. You are the future of the Army Chaplaincy.

For God and Country,
Chaplain (LTC) Morton
Your Program Manager

Guidance for New Chaplain Candidates:

1. **How long will my appointment take?** Patience is required in the appointment process, that is, getting your oath of office. The standard is 180 days from the time your packet arrives from Washington D.C. at Human Resources Command [HRC] in St. Louis, Missouri for processing. The Chaplain Candidate Manager does not process your appointment, but will assist you when there are problems. Even though the standard is 180 days, it generally only takes 45-60 working days for an appointment to be completed. At the 45-day point, you should contact me by email. See number 2 and 3 below.

2. **What is the best way to contact HRC (STL)?** The Chaplain Candidate Manager always **answers emails first** and phone messages last. The email address is mitchell.morton@arpstl.army.mil. It is impossible to research the necessary databases while talking on the telephone. This is true for initial appointments and all other business related actions. When should you call? You should call with the following issues:

- Personal or family illness or death in the family,
- Problems that will delay your clergy qualifications beyond six years in the program,
- Loss of Ecclesiastical Approval to be in the program,
- Vocational decisions related to going active duty versus staying in the reserves.

That's about it. Everything else can be managed by email.

3. **What should you put in your email message?** Please include complete identifying information.

- Name,
- **Social Security Number,**
- Your rank or tell me that you are awaiting appointment as a Chaplain Candidate,
- Phone number,

- Alternate email address if you are writing from work and would like an answer on your home computer,
- The issue
- And the proposed resolution.

Always include prior emails on the same subject. Don't send an email stating, "I'm still having problems" and no history as to what the problem is.

4. How do I apply for Tuition Assistance (TA)? After your appointment is complete you will receive a set of orders assigning you to the Individual Ready Reserve. When you receive the orders, you can call Mr. Dale Spannbauer 1-(608) 388-5072 at Ft. McCoy, WI or email him dale.spannbauer@arrtc.exch.mccoy.army.mil. He will assist you in completing the forms and explain the program to you. He will not be able to help you until your appointment process is complete. If you decide to take the TA you will incur a 48-months obligation as a Troop Personnel Unit (TPU) in the USAR once you are re-appointed as a Chaplain. (See Enclosure 1)

5. What training forms do I need and where do I find them? All of the forms are on the HRC (STL) web site.

- Go to (<https://www.2xcitizen.usar.army.mil/2xhome.asp>)
- Click on **Soldier Services**.
- Next, Click on **Career Guidance**
- Then scroll down to **Chaplain training** and click on it.

The Chaplain Candidate training information is in that web page. You will find a window with four forms (DA Form 1058-R, Supplemental DA 1058, DA Form 7349, ARPC Form 1046-1) that are required for training. If you are applying for Clinical Pastoral Education [CPE], then you will need to fill out an additional form entitled CPE application. You download the forms, fill them out, sign them and fax them to 314-592-0680, Attention: Chaplain Candidate Manager. An alternate location is the "forms" link on the home page.

6. What unit patch and unit crest do I wear? Candidates who are not ROTC wear the Individual Ready Reserve patch and unit crests. You can get those at the nearest Army post (<http://www.army.mil/organization/forts.html>) or at Fort Jackson when you arrive for the Chaplain Officer Basic Course [CHOBC].

7. Who pays for my uniforms and where do I get them? The Congress expects all officers to pay for their own uniforms under the argument that you get paid considerably more than enlisted soldiers. A one time symbolic uniform allowance is authorized at your first training site, usually Fort Jackson for Chaplain Officer Basic Course. When you get to Fort Jackson for Phase 1 of the Officer Basic Course you will need to bring at least \$1500.00. (See **ADVANCED PAY** below)

8. How do I get Advance Pay? Advance Pay is authorized for Candidates. Here are the steps to apply for Advance Pay:

- Fill out SF 1199A, Direct Deposit Sign-Up Form with your bank account data (SF 1199A link is <http://www.dior.whs.mil/forms/sf1199a.pdf>).
- Obtain two copies of your orders for Active Duty Training (ADT)

- Fill out DD 1610 (<http://www.dior.whs.mil/forms/DD1610.PDF>), Request for Travel Advance:
 - To obtain Lodging Service Personnel [LSP] non-availability control number call LSP at 1-800-462-7691.
 - Once control number is obtained, fill in DD 1610 and write control number on your orders
- Write a Memo (see enclosure 3)
 - Request Advance pay for Temporary Duty Assignment (TDY) with order number
 - State you are not authorized a government credit card
 - Explain that you are a Chaplain Candidate in full-time status in a Seminary
 - Current Point of Contact [POC]
 - Enclosed documents
- Fax Memo, DD 1610, SF 1199A, & two copies of orders to Defense Finance Accounting Service (DFAS) at (317) 510-5551/4123/4124/3979.
- Email Chaplain Candidate Manager notifying him/her that you faxed DFAS.

This must be done within 30 days of your report date indicated on your training orders.

You are authorized up to 80% of your per diem. **Make certain** that your orders say Credit Card not authorized! If this is not stated in your orders contact the Candidate Manager so an amendment to your orders can be created and you can get an advance. You may want to call DFAS to ensure they received the fax, the Automated Customer Service phone number for DEFAS is 1- (888) 332-7366.

9. How do I get an ID card and ID tags? You can go to any military installation (<http://www.army.mil/organization/forts.html>) with your orders and picture identification and get an ID card and tags. With the ID card you can get access to Clothing Sales to purchase uniforms to find location nearest you go on Army & Air Force Exchange Service (<http://www.aafes.com/>)

10. When I finish Seminary, how do I get reappointed as a Chaplain? Your endorsing agency initiates the process of appointment. When he/she sends an endorsement to the Chief of Chaplains, you can then apply. For active duty, the application packet comes in hard copy format directly from the Office, Chief of Chaplains. For reserve duty, the application packet is found electronically on the HRC (STL) web site, under download Chaplain Candidate Handbook (<https://www.2xcitizen.usar.army.mil/download/forms/appointmentpacket.doc>). Once reappointed it is very important that you continue your military education in an expeditious manner or face separation for failing to meet the minimum education requirements. **The number one reason for separation is lack of military education.**

11. How do I get attached for points only to a unit as a Chaplain Candidate? Normally, Reserve units are unable to meet the minimum qualifications to have a Chaplain Candidate attached for points only. Only the prospective supervisory chaplain can apply on your behalf. Upon approval of the training plan that includes on-site supervision and no out of pocket cost to the Candidate, can you be attached for points only.

12. Can I move between the National Guard and USAR Candidate programs? Yes, this happens occasionally. The approval authority is jointly held between the Candidate Manager at HRC (STL) and the Command Chaplain at the National Guard Bureau. The requirements

include a new ecclesiastical approval showing that the endorsing agent knows and approves of the move between components. With the new approval, the National Guard can transfer the Candidate to the Individual Ready Reserve and the Candidate Manager will approve the transfer. Moving to the National Guard requires a State oath in addition to the new ecclesiastical approval.

13. I am an ROTC Candidate in Ed Delay. The ROTC is a new program for Chaplain Candidates and as such there are a couple of distinctions from other Candidates. First, you will not receive an Appointment Letter or a DA Form 71, Oath of Office, from HRC (STL). Your Oath taken when you were commissioned in the ROTC Program will suffice to enter the Chaplain Candidate program. The Candidate Manager and Mrs. Mary Slemmer, the ROTC Program Manager here at HRC (STL), jointly manages ROTC Cadets in Ed Delay while in the Chaplain Candidate Program. Secondly, ROTC Candidates are only authorized to wear the branch insignia to which they were sworn in upon commissioning. ROTC Candidates are not authorized to wear the Staff Specialist Branch insignia.

14. Promotions. Promotion from 2LT to 1LT is normally an administrative action with the exception when a flag is present, e.g., fail APFT, non-compliance with Height/Weight standard, lacking Security Clearance or out-dated Physical. Physicals are good for five years unless you are going before an Accessions Board, then it must be current within two years. This promotion normally occurs in your 24th month time in grade. Promotion to CPT is four years time in grade as a 1LT. Normally at this point you will have completed the Program. As a Chaplain Candidate, you will be competing with other officers in an Army Promotion List [APL] board who receives a DA Form 67-9, Offer Evaluation Report [OER]. Candidates do not receive OERs but instead receive a DA Form 1059, an Academic Evaluation Report [AER]. **Therefore, it is important that you send a letter to the President of the Board describing your status as a Chaplain Candidate.** This is extremely important! (See Enclosure 2)

As within any institution, there is always room for advancement. Within the military institution, there are implied rules that are expected of a commission officer to meet certain military education at specific intervals in their military careers. Saying this, we have taken the liberty in suggesting a military education plan to better prepare you for the 1LT and CPT promotion boards.

IMPORTANT!! In your 5th year in the Candidate Program, Contact Chaplain Candidate Manager to inform him/her of your intention within the Chaplain Candidate Program (e.g., desire to become Chaplain, get out of program, etc.)

SUGGESTIVE PLAN OF ACTION FOR MILITARY EDUCATION PROGRESS

Years in Chaplain Candidate Program	2 YEARS	4 YEARS
Promotion Board	2LT to 1LT	1LT to CPT
FULLY QUALIFIED	CHOBC, CORE CHOBC, Phase 1	CHOBC, Phase 2 CHOBC, Phase 3
BEST QUALIFIED ¹	CHOBC, CORE CHOBC, Phase 1	CHOBC, Phase 2 CHOBC, Phase 3 OJT (30-days) CPE (77-days)

Please note, if any commissioned officer who is past over for promotion twice will be discharged from the military. The number one reason for a pass over is Candidates do not participate in fulfilling military education requirements.

Another element factored into the promotion process is the usage of the terms: “fully qualified” and “best qualified.” Fully qualified are those commission officers (including Candidates) who show progress in fulfilling requirements of the minimum military education requirements. Best qualified are those commission officers who are “crème of the crop” of those Candidates going before the Promotion Board.

In particular, Chaplain Candidates are Special Staff commissioned officers that not only have military educational requirements (e.g., Chaplain Officer Basic Course or CHOBC) but also have civilian educational requirements (e.g., Master’s of Divinity or an equivalent with 72-hours of theological graduate work) and ecclesiastical requirements (e.g., obtaining an ecclesiastical endorsement and gaining sufficient ministry experience).

In summary, it is imperative that you do not forget to fulfill your military education requirements so that you will be ready to go before the promotion board.

15. Why do I need an AKO Account? First it is mandatory that all service members in the Army acquire an AKO (Army Know logy On-line) account. Normally you will not be able to establish an account until you are fully in the system, that is, once you receive your Appointment Order and all your pertinent data is inputted into RDMS (Reserve Data Management System). However, your Recruiter can enable you to get a head start by getting you a guest account once you have been accessioned.

¹ Candidates who have good recommendations on their DA FORM 1059, Service School Academic Evaluation Report on file.

Besides the fact that it is mandatory for all service members to sign up, why should you sign up for an AKO account?

- It's FREE
- You get an military email address with 50 MB storage space with Email software support (e.g., you can download your military email into Outlook)
- Utilize AKO Instant Messenger
- Access to your personnel records online
- You are able to change your mailing address, telephone numbers, etc.
- Access to lots of Army Resources online (e.g., manuals, forms, etc.)
- Have 50 MB space to load your documents or files online

How can I get an AKO account?

- After you receive your appointment orders into the Chaplain Candidate Program, Go to <http://www.us.army.mil/>
- Click Register for AKO
- Click Next (with Reserves in column)
- Click Next again
- Input SSN, Date of Birth, and Pay Entry Base Date [PEBD]. If you do not know your PEBD, contact the Chaplain Candidate Manager.
- Click next and follow instructions to complete your AKO registration.
- Once completed, send Chaplain Candidate Manager your new military email address.

Part II. Installation Chaplain Candidate Program General Information:

The Chaplain Candidate Program is a Department of the Army recruiting and training program for prospective Chaplains to fill projected demands for the Active component and Reserve components. Some key elements of the program:

1. Candidates are appointed in the Staff Specialist Branch. One of the programs in the Staff Specialist Branch is the Chaplain Candidate Program. Candidates are addressed by their rank.
2. The program is designed for a maximum of six years. Candidates must be continuous full-time students. The Army's priority is to encourage Candidates to complete Seminary in an expeditious manner. Army training will fit around full-time Seminary status – most opportunities are in the summer.
3. Candidates are authorized up to three years in the program following Seminary for the purpose of completing requirements for ordination and faith group endorsement.
4. For Seminary programs of unusual length, the Candidate Manager may extend a Candidate beyond the normal six-year maximum to the statutory reserve commitment length of eight years. If you request an extension, you must submit the following items six months prior to your six-year anniversary date:

- A written statement of justification for this extension, your intention of remaining in the Program along with a status of fulfilling your denominational requirement (e.g., ordination and listing of qualified ministry experience).
- You are to request your endorser to fax us a verification of ecclesiastical approval.
- You are to request your Seminary to fax us a transcript indicating status of fulfilling educational requirement (e.g., Master of Divinity or 72-hours of graduate study in religion/theology).

If approved, you may remain in the Candidate Program for a total of eight years.

5. Candidates come to you, the Installation Chaplain, with an accredited bachelors degree and depending on where they are in the program, from very little graduate seminary work to a complete seminary degree and almost ready for reappointment as a Chaplain. Do not assume that a Candidate with higher rank has significantly more graduate school education or ministry experience. Officers who are reappointed from a basic branch or other special branch retain their rank and date of rank.

6. Promotions take place according to the normal schedule in the Army Reserve. Candidates compete under the Army Promotion List with the basic branches starting with promotion to captain. Promotion to 1LT is an administrative advancement, automatic unless the record is flagged. Time in grade to 1LT is 24 months. Time in grade to captain is 60 months. Twice non-selection for promotion requires separation from service and effectively blocks all future military service. **It is critically important that Candidates complete the program before promotion non-selection occurs.**

Program of Instruction:

Currently, each installation and hospital that is authorized to train Chaplain Candidates has an approved program of instruction on file at Army Reserve Personnel Command. Beginning June 2001, USACHCS and AMEDD will produce formal programs of instruction for use at all installations and hospitals.

Training Length:

The normal training length is 30-45 days. Training can be as short as 12 days if there are compelling reasons to do so. Training can be as long as 77 days for Clinical Pastoral Education. Although the Chaplain Officer Basic Course is 89 days, starting in June 2001, Candidates can only take common core and phase one (41 days) and must wait until the summer before the senior year to take phase two and phase three (49 days). There is an exception for Candidates who enter the program the summer before the senior year. Those officers can take the entire course at one time. Budget strength may allow for an installation training practicum of 30 days following the Chaplain Officer Basic Course. Apply on a funds available basis. To apply, go to https://www.2xcitizen.usar.army.mil/soldierservices/guidance/chaplain_training.asp and download the necessary training applications.

Funding Source:

Office, Chief of the Army Reserve and Army Reserve Personnel Command has been tasked to budget and fund the Candidate Program (salary, per diem and basic transportation to and from the training site). The cost to the installation is training management personnel, supervisory personnel, and transportation at the training site (rental cars and in and about mileage are not authorized).

Selection for Training and The Orders Process:

The MACOMs approve training sites and training dates (starting summer 2001). Currently FORSCOM, TRADOC, SOC, and AMEDD are players in Candidate Training. The Candidate gets a training matrix from the HRC (STL) web site and selects four training sites. The Candidate Manager selects the site and cuts the orders.

In-Process and Out-Process Requirements:

Candidates are assigned to the subordinate unit to which the Installation Chaplain is assigned. The Candidate must sign in and sign out of that unit. If there is a finance office on the Installation, that finance office is REQUIRED to process pay claims. If your installation does not have a finance office, the pay packet is mailed back to Reserve Pay in Saint Louis. Training orders specifically state the pay office to be utilized. Finance is cracking down and either will not pay or will take measures to collect pay if ARPC form 3924 (Individual Active Duty Certificate of Performance) is not filed with the pay claim at Out-Processing. The Installation Chaplain or his/her designated representative signs the bottom section of the form. ANY responsible person designated by the Installation Chaplain can sign the form. Do not hold up this part of the processing awaiting a signature.

Training Site Status, the Physical Fitness Test and Height Weight:

The Active component installations that train Candidates do so under AR 140-1 (Army Reserves Mission, Organization & Training) paragraph 5 as a Reserve Component Training Installation and AR 623-1 (Academic Evaluation Reporting System) for evaluation rules. For the purposes of Candidate training, the Installation Chaplain is a School Commandant. This is a summary of the rules:

1. If the training is less than 30 days, the officer must be in compliance with height weight standards upon arrival at the installation. See AR 140-1 Paragraph 5.3
2. If the training is more than 30 days, the officer has 30 days to come into compliance with height and weight standards (see <https://www.2xcitizen.usar.army.mil/soldierservices/tours/hwtable.asp>). See AR 140-1 Paragraph 5.3

3. All reserve officers are required to maintain physical training proficiency to pass the Army Physical Fitness Test [APFT] upon arrival for training. If Candidate training is for ONE day or more, APFT is required. The rules here combine AR 140-1 Paragraph 5.3 with AR 623-1 Paragraph 1.1b(4) that requires a complete AER (with APFT information) “regardless of course length.” The 12-day threshold in AR 623-105 (The Officer Evaluation Reporting System) Paragraph 4.7a (2) does not apply because that is the requirement for OERs not AERs.

4. For Candidates who are on a second training event because of availability of funds, the record APFT is technically good for eight months. That rule does not apply when the training duration is 56 days or more. An APFT is required for training 56 days or more no matter when the last APFT took place. NOTE: The eight month APFT is good ONLY if the officer brings a copy of the certified APFT test card with him/her from the last training event. Training orders assume that Candidates train once a year and always require an APFT. The rule: When in doubt give an APFT.

The Academic Efficiency Report (DA Form 1059) Rules

1. Do not under any circumstances give an Officer Efficiency Report (OER) to a Chaplain Candidate, regardless of component (Army Reserve or National Guard). Ignore any advisor who tells you otherwise to include PAC personnel, finance personnel, Command Sergeant’s Major, installation reserve advisors etc.

2. Write the AER as if it were an OER when writing the narrative. AR 623-1 (Academic Evaluation Reporting System) gives the writer more than enough leeway to address performance and potential framed in evaluation of academic achievement.

3. Critically important: using OER formatting, put the APFT information and height weight information in the lower right hand corner of the DA Form 1059. It must be there. NO exceptions including length of training.

4. Critically important: Two signatures. Make sure that two officers sign the document. If the designated officer is TDY, on leave, or left the command, change the signature block to two officers who are present for duty. The junior officer who prepares the form signs first and then a reviewing officer signs the form. The person who did most of the supervision or the training manager prepares the form and signs. The installation chaplain, deputy, division chaplain or deputy or training manager can sign as the reviewing officer as designated by the installation chaplain.

Candidate Training Parameters – Training Commandant SOP:

1. Candidates are not Chaplains. They are not to be given unsupervised Chaplain duties. Read this to mean you may NOT assign a Candidate to a battalion that doesn’t have a Chaplain assigned. Put the Candidate in the battalion that DOES have a Chaplain assigned and leave the

other battalion completely vacant. So then, how do you fix your problem? Formally assign you one battalion chaplain to both battalions and make sure the one chaplain candidate works out of the battalion chaplain's office – NOT the vacant battalion office.

2. Train the Candidate that he/she is part of the privileged chain of custody of information in a manner equal to the chaplain assistants or civilian employees who are a party to or overhear sensitive or privileged information.

3. Counseling should be done only under supervision so that the Chaplain can intervene immediately as necessary. Determine that the Candidate has a theoretical background in counseling and isn't brand new to seminary or hasn't gotten to a counseling course in the curriculum yet.

4. Some areas to train candidates until the standard POI is published: the AER system, the OER system, the Retirement Points system, the Finance System, the AF and NAF Budget Process, the Chaplain PBAC system, how to write an Army memo, how to write an Army letter, how to write an information paper, how to write a decision paper, how to support a family support group, how to move on the battlefield, how to minister to living, wounded and honor the dead on the battlefield, how to operate standard software, MS Word, MS PowerPoint, MS Excel, assist in pastoral visits to the motor pool, hospital, etc., review key documents (write book reports) chaplain regulations, conscientious objection, religious accommodation etc., wear of the uniform, assist in Bible studies, lay level involvement in worship services.

Flashpoint Problem Areas and How to Handle Them:

1. Leave is not authorized for Candidates. They train for the full duration e.g. 45 days and finance pays them for earned leave days. The installation chaplain has the authority to make a policy exception for emergencies. A "special" pass up to four days would be appropriate for an **immediate family** emergency situation. The installation/hospital command chaplain has the authority to make that decision.

2. Training holidays are not authorized for Candidates. The installation chaplain has the authority to make a policy exception IF the Candidate was training with the unit that received the training holiday for the duration of that training event.

3. Moonlighting at civilian employment including a civilian church is not authorized, even a church that is "just five minutes away." Candidates are expected to be fully engaged in observing and supporting the full range of worship services on the installation both within and outside that Candidate's distinctive faith group.

4. Returning to civilian employment to "conduct a funeral, wedding, or visit a critically ill member" is not authorized. The Candidate is responsible for securing a substitute pastor.

5. Matriculating at seminary or other educational institution (read this as driving back and forth to school) is not authorized unless the military training is the matriculation. Frequently

Candidates receive credit for Military Practicums. Supplemental reading or papers written to analyze or summarize the Practicum for Seminary credit is authorized during the duty day.

6. Absence Without Official Leave [AWOL] is a serious offense for an officer and should be handled by placing the officer on active component orders until such time as Uniform Code of Military Justice [UCMJ] proceedings have concluded. Other offenses under the UCMJ should be handled in the same manner. Advise the Candidate Manager that you are taking action administratively or criminally under the UCMJ.

7. Carefully document defiant tendencies (refusal to wear the proper uniform, show military courtesies etc.) in the AER.

Training Extensions:

1. Depending on budget realities, training extensions are possible particularly in the 4th quarter of the fiscal year. Extensions are routinely granted from 30 to 45 days except in time of war when budget constraints are even greater. Extensions from 45 to 60 days are possible but primarily budget driven.

2. Extensions are only approved with a written request from the Candidate. The Reserve officer who is training must request training in writing for legal reasons. The extension request serves to exercise the Candidate's writing and staffing skills. The request should go THRU the supervisor, THRU the Installation Chaplain, FOR the Commander, HRC (STL), ATTN: AHRC-CHM, 1 Reserve Way, Saint Louis, Missouri 63132. In the past, the installation chaplain has had his/her writing skills exercised. That is not the intent of the requirement.

Training Curtailment:

1. Curtailments for emergencies will be routinely approved. The installation chaplain makes the call and informs the Chaplain Candidate manager who cuts the orders.

2. Curtailments for the personal convenience (e.g. "I changed my mind") are not authorized and will not be approved.

3. All Reservists have reemployment rights to include Chaplain Candidates. No training will be cancelled or curtailed because of employer relations problems. The law applies equally to religious bodies.

Identification of Candidates:

1. Use of Chaplain Branch insignia on the uniform collar, or class B uniform shirt is prohibited. Candidates wear Staff Specialist branch insignia until reappointed to the Chaplain Branch by a legal action of a new appointment.

2. On the Class A or Class B uniform, the nameplate is worn with the words Chaplain Candidate under the name. On the BDU uniform, an appropriate subdued identification badge may be directed by the installation chaplain with the words Chaplain Candidate prominently displayed on the identification badge. The installation chaplain will direct the occasion of wear (garrison or field) and location of wear e.g. on a chain around the neck or affixed to the left breast pocket in accordance with standard wear of identification and security badges on the installation.

3. The Signature Block of Chaplain Candidates looks like the following under circumstances outlined in AR 25-50:

Memos When on Active Duty Training or Inactive Duty Training

JOHN D. DOE
2LT, SS
Chaplain Candidate

Letters When on Active Duty Training or Inactive Duty Training

John D. Doe
2LT, U.S. Army Reserve
Chaplain Candidate

Letters When NOT on Active Duty Training or Inactive Duty Training

John D. Doe
123-45-6789
2LT, SS
Chaplain Candidate

Where to Send Documents:

1. If a Candidate requests your help in solving an administrative problem, this section gives you contact information directly to the person with the power to fix the problem. All Saint Louis addresses are the same, except Promotions Branch, which belongs to the Total Army Personnel Command. Only the attention line changes on HRC (STL) addresses.

Commander, HRC (STL)
ATTN: XXXX-XXX
1 Reserve Way
Saint Louis, Missouri 63132

2. For Academic Efficiency Reports, the Attention Line reads: AHRC-PAV-E, which puts the AER on the microfiche. Send a copy to AHRC-CHM, which is the Candidate Manager's office, to go in the Career Information Management File (CMIF).

3. For security clearance problems: AHRC-PLF
4. For HIV results, send to: AHRC-SG-H. Orders must terminate if HIV results are not at this address by the 29th day of training.

5. For Retirement Points, send to: AHRC-PAR

6. For Promotion information, send to:

Total Army Personnel Command
ATTN: AHRC-MSL
9700 Page Boulevard
Saint Louis, Missouri 63132
For Promotion Non-Selection help, use attention line: AHRC-MSL-NS

7. For help with government travel (air) arrangements call 314 592-0457

CUSTODIAN OF DOCUMENTS:

1. Reserve Officers in the IRR are custodians of their medical records, dental records and their officer record brief. Generally, only USACHCS, Fort Jackson includes the requirement to bring those documents in the Welcome Packet. Typically, upon arrival at Fort Jackson, Chaplain Candidates will not have a medical or dental history and only have the last 5 year physical exam in their possession. USACHCS has no need for that document. ALL reserve officers generate their own ORB and can get the blank form on the HRC (STL) web site at <http://www.2xcitizen.usar.army.mil/download/index.asp#forms>. It is a common misconception in the active component that reserve officers can call or write someone to get an ORB.

PAY PROBLEMS:

1. After investigating innumerable pay problems with Chaplain Candidates, only one major problem came to light. Candidates will pull the orders out of the packet and throw away the pay documents thinking someone will fix the problem for them.

2. There are three pieces to the pay packet. **First**, there is pay and allowances. All Reserve officers are entered into the Finance computer at the start of duty and purged from the computer at the end of duty. Just because a Chaplain Candidate was paid at CHOBC doesn't mean he/she will be paid for duty at your installation. At the end of the tour, the installation chaplain's representative signs the ARPC form 3924 (Individual Active Duty Certificate of Performance) and the Candidate presents that to the Installation Finance office during out-processing. **Second**, there is the advance travel option. Individual Ready Reserve officers are not eligible for credit cards. They are eligible for travel advances of per diem. The paperwork is painfully simple. The one page request goes with a two copies of orders and direct deposit information in the pre-addressed envelope to DFAS, Indianapolis. The **third** piece is the travel settlement. Before leaving the installation, the Candidate hands the travel settlement to the Installation Chaplain's representative for review and signature (POV mileage is the same going and coming).

Upon arrival at his/her home, the Candidate mails that paperwork in the pre-addressed envelope and sends to DFAS, Indianapolis.

3. The only place that can fix pay problems is the installation pay office or DFAS in Indianapolis 1-888-332-7366. The Candidate Manager can sympathize with pay problems but there is nothing the HRC (STL) office can do to troubleshoot that particular crisis. The single exception is those small installations without a Finance office. In that event, the orders will direct the officer to send pay documents (NOT TRAVEL) to HRC (STL) in St. Louis.

DUPLICATES OF RESERVE FORMS (AND LOTS OF OTHER GOOD INFORMATION) CAN BE FOUND AT:

The HRC (STL) web site is <http://www.hrc.army.mil/>

The HRC (STL) site for checking all permanent record data and changing address and phone number is the hotlink to My2Xcitizen on the 2xcitizen web site.

Candidates are authorized to establish an Army Knowledge On Line Account (AKO) with Army email address and access records on the web site.

WHAT CHAPLAIN CANDIDATES SHOULD KNOW ABOUT TUITION ASSISTANCE

The US Army's Tuition Assistance program (TA) is available to qualified Chaplains Candidates in pursuing their Master of Divinity Degree.

Chaplain Candidates qualify for tuition assistance for voluntary off-duty education given the following conditions:

- The candidate has orders assigning him/her to the Chaplain Candidate program.
- The courses for which TA is requested are a part of their degree plan.
- They do not already possess a degree at the Masters or Doctoral level.
- Tuition Assistance requests and all supporting documents are submitted at least one week prior to the course beginning date.
- The institution they are pursuing their degree through has proper accreditation (accredited by an accrediting body recognized by the US Dept. of Education).
- The courses are not audited or being repeated.
- All grades for courses previously awarded TA have been received by the education center.
- All supporting documents have been submitted along with the TA request (a list of necessary documentation is available upon request).

There are two caps on the amount of tuition assistance we can award. The FY03 policy states we can award 100% of tuition costs up to:

\$187.50 per semester hour

\$3500.00 per year

In some cases we may also be able to pay some program fees. These fees must be directly related to the program of study (e.g., the Army does not allow us to pay parking fees).

For further information or to apply for Tuition Assistance contact Dale Spannbauer at (608) 388-5072 or email <mailto:dale.spannbauer@arrtc-exch.mccoy.army.mil>.

Encl 2 (Example of Letter to President of Promotion)

? April 200?

MEMORANDUM FOR President, U. S. Army Reserve Officer, Army Promotion List (APL)
Selection Board, (TAPC-MSL-PM), 9700 Page Avenue, St. Louis, MO 63132-5200

SUBJECT: USAR Officer APL Consideration Board

1. I am *2LT John Doe* and I am an officer currently enrolled in the U.S. Army Chaplain Candidate Program. As a chaplain candidate I attend three years of resident graduate professional study in theology or related subjects that will lead to a Master of Divinity or an equivalent degree. In addition to my full-time student responsibilities, I must complete two years full time, civilian denominational training that leads to an ecclesiastical endorsement as a member of the clergy. The civilian education and ecclesiastical experiences over a six year period fully qualify me to perform the ministering functions of an Army chaplain.
2. During my graduate professional study and denominational training, I do not receive officer evaluation reports (OERs). As a result, my official military personnel file (OMPF) will lack the depth of performance documentation compared to basic branch officers who are being considered for promotion. Please do not conclude that my lack of documentation is an indication of my desire to serve. The Chaplain Candidate Program is a progressive training process that is enhancing my professional, clinical, and personal skills with a focus on preparing me for future chaplain leadership assignments. I am aggressively preparing myself now for this service and look forward to the contributions I will make as an Army chaplain.
3. *If prior service, mention the specifics. For example, I am also a prior service officer who served three years as a Field Artillery Officer. I am pursuing an appointment as an Army chaplain so that I may continue to serve the United States Army in a different capacity. If you don't have any prior service move to the next paragraph or add any other information about your background or experience that you wish to communicate to the promotion board.*
4. *If you have missing documents state the following, otherwise delete this paragraph and remove the Encl and 1 & 2 at bottom. I have reviewed my Official Military Personnel File (OMPF). Missing documents provided at Enclosures 1-2.*

Encl
1. DA 71
2. Transcripts

NAME (ALL CAPS)
2LT, SS
Chaplain Candidate

Mail to:

President, U. S. Army Reserve
Officer Army Promotion List (APL) Selection Board
(TAPC-MSL-PM)
9700 Page Avenue
St. Louis, MO 63132-5200

Please note, whatever you send to the board, fax us a copy at 314.592.0680; Attention, Chaplain Candidate Manager.

Encl 3 (Example MEMO Requesting Advance Pay)

**DEPARTMENT OF THE ARMY
HUMAN RESOURCES COMMAND
1 RESERVE WAY
ST. LOUIS, MISSOURI 63132-5200**

ZCHM

DATE

MEMORANDUM FOR RECORD

SUBJECT: Advance Pay for TDY assignment

1. I am requesting Advance Pay for TDY assignment (Order #_____) of 80% of per diem authorized.
2. I am not authorized a government credit card. Thus, the reason for this request.
3. I am a Chaplain Candidate in full-time status at a Seminary.
4. My current point of contact is as follows...Thank you for your time and consideration in this matter.
5. Enclosed are two copies of my orders, application for Advance Pay, and SF 1199A Direct Deposit form.

encls as

(Signature above name)
NAME (all caps)
Chaplain Candidate, 2LT, USAR
Social Security Number (SSN)

GLOSSARY

HRC Human Resources Command

REFERENCES